Student Fee Advisory Committee

Meeting Minutes

November 6, 2017

Present: Suini Torres, Amanda Kazden, Aaron Manzano, Alice Malmberg, Gina Tu, Lucy Rojas, John Steele, Lisa Bishop, Alan Christy, Ian Gregorio, Kiryl Karpiuk, Bryna Haugen, Ashley John, Regina Gomez

1. Approval of agenda, minutes, announcements

   a. Meeting convened by Suini at 1:07 pm

   b. Approval of Agenda

      i. Aaron moves to approve the agenda. Amanda seconds the motion. No objections, agenda is approved.

   c. Approval of Minutes

      i. Aaron moves to approve the minutes for October 30th meeting. Gina seconds the motion. No objections, minutes approved.

   d. Announcements

      i. Suini shares that she sent the postal kiosk recommendation to Kimberly Register last week and will keep the group apprised when she receives a response.

      ii. Last Friday, a number of SFAC members attended the Commencement Funding Work Group meeting. Alice provides some highlights:

         1. One idea that is being discussed is identifying a sponsor for the activity such as Kaiser Permanente.

         2. Discussion on whether to increase shaded seating for the ceremonies; this would increase costs by $40,000

         3. The AVC for Risk and Safety Services explained that last year's police costs were over estimated.

         4. AVC Matthews responded to the CSF proposal; so did other administrators present. The consensus among them was that commencement is not degree conferring, because you don't have to attend to receive your degree. Therefore, SSF is appropriate fund source for a student program.

         5. AVC Matthews confirmed that she will not submit an SFAC request this year.

         6. Next meeting is December 1, 2017.

      iii. Lucy provides an update on Campus Elections for 2018. Mandatory Orientations are currently happening. There are two orientation sessions this week. Lucy will provide an update at next Monday's meeting of all groups who attended.

iv. Vice Provost Padgett will be visiting with us next week at the November 13th meeting.

2. Sub-Committee Reports

   a. Internal committee has not met. Kiryl is the chair of the internal committee.

   b. Ashley is chair for the external committee.

3. Funding Review Process

   a. Check List

      i. Suini explains that at previous meetings we discussed having a check list that we would use for our meetings with funding authors.

      ii. Suini suggests that we would have a Google form where we could keep track of who visits with SFAC members.

         1. Name of Group

         2. Name of Contact Person/Position

         3. Feedback Given

         4. Name of SFAC Rep

         5. OK with SFAC sharing information about your proposal with students during consultation process

      iii. The point of the check list is to make sure that we have a rubric to ensure that each SFAC members covers the same information in each meeting.

         1. Budget documents – Permanent budget or event budget?

         2. FOAPAL

         3. For students – registered? Through whom?

         4. SSF vs. M7. Does the proposal qualify?

         5. When funds are intended to be used.

         6. OK with SFAC sharing information about your proposal with students during consultation process

      iv. Suggestion: make name tents for use during meetings.

   b. Receiving Feedback from Constituents about funding proposals

      i. Lucy asks how did members approach this process last year?

         1. Aaron responds that last year, it was less about what our colleges wanted and more about what we thought was best for students overall.

2. Suini adds that she has had challenges getting feedback from her college, but would ask her friends for input and general consultation.

3. Alice shares that two years ago we had "bonus" points that we awarded. Gina responds that we shouldn't give extra points because something benefits our particular college. Bryna adds that we should be prioritizing projects that impact the most students.

4. Ongoing discussion about how to incorporate constituent feedback into this process.

5. Ian reminds the group to focus on how inclusive the program will be.

6. Suini reminds everyone that they will have a place to make comments in the score sheet as they are reviewing proposals; please do this. It will help during committee discussions.

7. Discussion on creating a feedback form. Lucy asks what information would we provide in advance of asking for feedback? Ashley responds that we could simply share what departments/ student groups are asking for funding.

8. Bryna suggests that a feedback form could require UCSC CruzID and allow only one response.

9. Ian suggests that we can share who applied.

10. Lucy suggests that as a courtesy we would alert requestors of this process.

11. How to get the word out? Use of social media and college/GSA events.

12. Suggestion to incorporate into the consultation meeting/check list.

13. Lucy suggests waiting until we have received proposals to determine next steps.

   c. Timeline to Review Applications

      i. Proposals due December 22nd

      ii. Committee does not meet week 1 and week 2 of Winter Quarter; during this time, committee members are reading and evaluating proposals

      iii. Reconvene the week 3, week of January 22nd

4. Other Agenda Items/Guests for the rest of quarter

   a. Lisa would like to discuss Summer Fees – November 20th, could take the entire meeting.

  b. Seismic 2B Updates – invitation to provide updates on the project.

  c. Gift exchange? Suini will send out an invitation.

5. Adjournment

  a. Gina makes a motion to adjourn the meeting. Ashley seconds the motion. Motion carries.